

# DEPARTMENT OF THE ARMY

WASHINGTON, D.C. 20310

Headquarters  
Department of the Army  
Washington, DC  
1 June 1995

\*DA Memo 672-1

## Decorations, Awards, and Honors

### Army Staff Identification Badge and Army Staff Lapel Pin

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Applicability. This memorandum applies to Headquarters, Department of the Army and its field operating agencies.

Proponent and exception authority. The proponent of this memorandum is the Director of the Army Staff. The Director of the Army Staff has the authority to approve exceptions to this memorandum that are consistent with controlling law and regulation. The Director of the Army Staff may not delegate this approval authority.

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#### 1. Purpose

This memorandum prescribes policies and procedures for issuing the Army Staff Identification Badge (ASIB) and Army Staff Lapel Pin.

#### 2. References

Related publications are listed below.

- a. AR 10-5, Department of the Army.

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\*This memo supersedes DA Memo 672-1, 23 May 1986.

b. AR 135-18, The Active Guard Reserve (AGR) Program.

c. AR 600-8-104, Military Personnel Information Management/Records.

d. AR 670-1, Wear and Appearance of Army Uniforms and Insignia.

e. AR 672-5-1, Military Awards.

3. Explanation of abbreviations

a. AGR ..... Active Guard Reserve.

b. AR ..... Army regulation.

c. ARFPC ..... Army Reserve Forces Policy Committee.

d. ARSTAF ..... Army Staff.

e. ASIB ..... Army Staff Identification Badge.

f. DAS ..... Director of the Army Staff.

g. DM ..... Director of Management.

h. FOA ..... field operating agency.

i. HQDA ..... Headquarters, Department of the Army.

j. MPSC ..... Military Personnel Service Center.

k. OCSA ..... Office, Chief of Staff, Army.

l. OSA ..... Office of Secretary of the Army.

m. RC ..... Reserve Component.

n. SSA ..... Staff Support Agency.

o. TDA ..... Tables of Distribution and Allowances.

#### 4. Responsibilities

a. The Director of the Army Staff (DAS) will—

(1) Issue, as the approval authority for the Secretary of the Army and the Chief of Staff, Army, the ASIB and Army Staff Lapel Pin to personnel assigned to authorized Table of Distribution and Allowances (TDA) or overstrength positions in the Office of the Secretary of the Army (OSA) and the Office, Chief of Staff, Army (OCSA) when all eligibility requirements are met.

(2) Issue, as the approval authority, any ASIB and Army Staff Lapel Pin involving an exception to the eligibility requirements.

b. The Director of Management (DM) will—

(1) Administer the ASIB and Army Staff Lapel Pin program for OCSA.

(2) Process and forward to the DAS any request involving an exception to the eligibility requirements.

c. Principal HQDA officials will—

(1) Issue, as the approval authority, the ASIB and Army Staff Lapel Pin to personnel assigned to authorized TDA or overstrength positions in their respective agencies when all eligibility requirements are met.

(2) Ensure each request for issuance of the ASIB or Army Staff Lapel Pin involving an exception to eligibility requirements complies with the spirit of this memo prior to forwarding through the DM to the DAS for approval.

d. The HQDA Military Personnel Service Center (MPSC) will procure, prepare, and authenticate the ASIB and Army Staff Lapel Pin and certificates upon receipt of completed DAS Form 43, Recommendation for Issue of the Army General Staff Identification Badge and Certificate, signed by a principal HQDA official.

(1) The ASIB is authorized for initial issue to military personnel who became eligible on or after 8 October 1980. The Army Staff Lapel Pin is authorized for initial issue to civilian personnel who became eligible on or after 1 July 1982. Replacements must be purchased from commercial sources.

(2) Certificates are issued "for services in the Office of the Secretary of the Army" or "for services on the Department of the Army Staff" as appropriate. The certificates constitute authority for permanent wear of the ASIB and Army Staff Lapel Pin and may be replaced if lost or destroyed.

## 5. Policy

The ASIB and the Army Staff Lapel Pin are neither awards nor decorations but are distinguishing marks of service at Headquarters, Department of the Army (HQDA). They are visible signs of professional growth associated with the important duties and responsibilities of the Army Secretariat and the Army Staff (ARSTAF). Issuance of the ASIB and the Army Staff Lapel Pin is not automatic, but is based on demonstrated outstanding performance of duty and approval by a principal HQDA official. Principal HQDA officials are listed in figure 1. Eligibility for the ASIB does not constitute eligibility for the Army Staff Lapel Pin; likewise, eligibility for the Army Staff Lapel Pin does not constitute eligibility for the ASIB.

## 6. Eligibility requirements

a. The ASIB may be issued to—

(1) Officers based on the following qualifying requisites:

(a) Army commissioned/warrant officer.

(b) Assigned on orders to an authorized TDA or overstrength position in a principal HQDA agency (command codes SA/CS) for a period not less than 1 year (365 days cumulative). Eligibility will be computed as follows:

1. Warrant officers assigned to authorized TDA positions in a principal HQDA agency from the base date of 22 August 1979, with no exceptions.

2. Reserve Component (RC) commissioned/warrant officers assigned to authorized AGR TDA positions in a principal HQDA agency from the base date of 1 October 1979, with no exceptions.

3. Commissioned/warrant officers assigned to authorized TDA positions on the Army Special Staff or in the Office of The Inspector General from the base date of 29 May 1985, with no exceptions.

4. Commissioned/warrant officers assigned to overstrength positions in a principal HQDA agency from the base date of 17 October 1993, with no exceptions.

5. The 1-year eligibility requirement will ordinarily not be waived.

(c) Demonstrated outstanding performance of duty.

(d) Approved by principal HQDA official.

(2) Noncommissioned officers based on the following qualifying requisites:

(a) Army noncommissioned officer in the rank of sergeant first class, master sergeant, or sergeant major.

(b) Assigned on orders to an authorized TDA or overstrength position in a principal HQDA agency (command codes SA/CS) for a period not less than 1 year (365 days cumulative). Eligibility will be computed as follows:

1. Noncommissioned officers assigned as Sergeant Major of the Army or as senior staff noncommissioned officers in authorized sergeant major positions on a principal HQDA agency TDA from the base date of 30 September 1978, with no exceptions.

2. Noncommissioned officers assigned as senior staff noncommissioned officers in authorized sergeant major positions on the Army Special Staff or in the Office of The Inspector General from the base date of 29 May 1985, with no exceptions.

3. Sergeants first class, master sergeants, and sergeants major assigned to authorized TDA or overstrength positions in a principal HQDA agency from the base date of 17 October 1993, with no exceptions.

4. The 1-year eligibility requirement will ordinarily not be waived.

(c) Demonstrated outstanding performance of duty.

(d) Approved by principal HQDA official.

(3) Appointed members of the Army Reserve Forces Policy Committee (ARFPC) based on the following qualifying requisites:

(a) Served a 3-year tour on the committee. Eligibility will be computed from a base date of 17 October 1993, with no exceptions. Appointed members serving on the ARFPC as of that date will become eligible for the ASIB when they have completed a 3-year tour regardless of when their tour began.

(b) Approved by the Assistant Secretary of the Army (Manpower and Reserve Affairs).

(4) Military personnel assigned to a HQDA Staff Support Agency (SSA) or Field Operating Agency (FOA) as an exception to policy based on the following qualifying requisites:

(a) Army commissioned/warrant officer or noncommissioned officer in the rank of sergeant first class, master sergeant, or sergeant major.

(b) Assigned on orders to an authorized TDA position in a HQDA SSA or FOA for a period not less than 1 year (365 days cumulative). Eligibility will be computed from the base date of 17 October 1993, with no exceptions. The 1-year eligibility requirement may not be waived except for reasons which precluded an individual from acquiring subsequent eligibility (e.g., death, disability, retirement).

(c) Collocated with the proponent (i.e., performed duties in the same physical location as the principal HQDA agency with proponency for the SSA or FOA).

(d) Demonstrated outstanding performance of duty that resulted in significant contributions to policy formulation and program execution at HQDA.

(e) Recommended by principal SSA or FOA official, endorsed by principal HQDA official with proponency for the SSA or FOA, and approved by the DAS.

b. The Army Staff Lapel Pin may be issued to—

(1) Civilian personnel based on the following qualifying requisites:

(a) GS-11 or above.

(b) Assigned to one or more positions in a principal HQDA agency on SF 50 (Notification of Personnel Action) for a period not less than 1 year (365 days cumulative) computed from the base date of 1 July 1982, with no exceptions, or the Army Special Staff or Office of The Inspector General on SF 50 (Notification of Personnel Action) for a period not less than 1

year (365 days cumulative) computed from the base date of 29 May 1983, with no exceptions. The 1 year eligibility requirement will ordinarily not be waived.

(c) Demonstrated outstanding performance of duty.

(d) Recommended by principal HQDA official.

(2) Civilian personnel assigned to a HQDA SSA or FOA as an exception to policy based on the following qualifying requisites:

(a) GS-11 or above.

(b) Assigned to one or more positions in a HQDA SSA or FOA on SF 50 for a period of not less than 1-year (365 days cumulative). Eligibility will be computed from the base date of 17 October 1993, with no exceptions. The 1 year eligibility requirement will ordinarily not be waived.

(c) Collocated with the proponent (i.e., performed duties in the same physical location as the principal HQDA agency with proponency for the SSA or FOA).

(d) Demonstrated outstanding performance of duty that resulted in significant contributions to policy formulation and program execution at HQDA.

(e) Recommended by principal SSA or FOA official, endorsed by principal HQDA official with proponency for the SSA or FOA, and approved by the DAS.

(3) Secretaries and personnel serving in temporary appointments are not eligible.

## 7. Preparing and submitting requests

a. Principal HQDA agencies will use DAS Form 43 to process requests for issuance of the ASIB and Army Staff Lapel Pin. Figure 2 shows a sample of a completed DAS Form 43. Requests will include individual's—

(1) Rank/grade the day the time-eligibility requirement was met.

(2) Name exactly as preferred for the certificate (e.g., "Dimartino" or "Di Martino").

- (3) Basic branch (military personnel).
- (4) Social security number.
- (5) Authority for assignment.
- (6) Dates of service.

b. Principal HQDA officials will forward requests involving exception to the eligibility requirements for the ASIB and Army Staff Lapel Pin in memorandum format through the DM to the DAS for approval.

8. Filing certificates

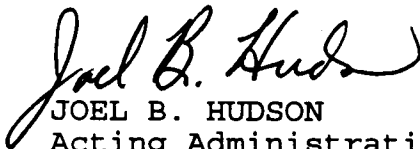
In accordance with AR 600-8-104, Military Personnel Information Management/Records, principal HQDA agencies will forward authenticated ASIB certificates to the servicing Military Personnel Service Center for inclusion in the individual's Military Personnel Records Jacket and forwarding to the Official Military Personnel File.

(DACS-ZD)

By Order of the Secretary of the Army:

GORDON R. SULLIVAN  
General, United States Army  
Chief of Staff

Official:



JOEL B. HUDSON  
Acting Administrative Assistant  
to the Secretary of the Army

Distribution:

Headquarters, Department of the Army and its field operating agencies.



## Principal HQDA Officials

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Secretary of the Army  
 Chief of Staff, Army  
 Under Secretary of the Army  
 Vice Chief of Staff, Army  
 Assistant Secretary of the Army (Civil Works)  
 Assistant Secretary of the Army (Financial Management and  
     Comptroller)  
 Assistant Secretary of the Army (Installations, Logistics and  
     Environment)  
 Assistant Secretary of the Army (Manpower and Reserve Affairs)  
 Assistant Secretary of the Army (Research, Development and  
     Acquisition)  
 General Counsel  
 Administrative Assistant to the Secretary of the Army  
 Director of the Army Staff  
 Director of Information Systems for Command, Control,  
     Communications and Computers  
 The Inspector General  
 The Auditor General  
 Chief of Legislative Liaison  
 Chief of Public Affairs  
 Director, Small and Disadvantaged Business Utilization  
 Chairman, Army Reserve Forces Policy Committee  
 Deputy Chief of Staff for Intelligence  
 Deputy Chief of Staff for Logistics  
 Deputy Chief of Staff for Operations and Plans  
 Deputy Chief of Staff for Personnel  
 Assistant Chief of Staff for Installation Management  
 Chief of Engineers  
 The Surgeon General  
 Chief, National Guard Bureau  
 Chief, Army Reserve  
 The Judge Advocate General  
 Chief of Chaplains

Figure 1. Principal HQDA Officials

<b>RECOMMENDATION FOR ISSUE OF THE ARMY GENERAL STAFF IDENTIFICATION BADGE AND CERTIFICATE</b> (CSR 672.5)		<b>INSTRUCTIONS:</b> Forward original to reach addressee no later than the 20th calendar day of the month preceding the month of award.		<b>FOR ISSUANCE OF CERTIFICATES DURING (month and year)</b> Jan 95		<b>PAGE NUMBER</b> 1	<b>NO. OF PAGES</b> 1		
<b>TO:</b>				<b>PREPARING OFFICE</b>					
<b>HQDA MPSC</b>		<b>AGENCY</b> OCSA		<b>PERSON TO CONTACT</b> Paula Fields		<b>EXTENSION</b> 54185			
EACH SERVICE MEMBER LISTED BELOW WILL BE ELIGIBLE TO RECEIVE THE ARMY GENERAL STAFF IDENTIFICATION BADGE AND CERTIFICATE (AR 672.5-1) ON THE DATE INDICATED. IT IS RECOMMENDED THAT AN ARMY GENERAL STAFF IDENTIFICATION BADGE AND CERTIFICATE BE ISSUED TO EACH SERVICE MEMBER LISTED.									
<b>GRADE</b>		<b>NAME (Last, first, middle initial) (List alphabetically)</b>		<b>BASIC BRANCH</b>	<b>SOCIAL SECURITY NUMBER</b>	<b>CITE AUTHORITY FOR DETAIL/ASSIGNMENT (OFFICER: DETAIL/ASG ORDERS) (WO/NCO: ASG ORDERS AND DA FORM 2-1)</b>	<b>DATES OF SERVICE</b> <table border="1"> <tr> <td> <b>DETAILED/ASG TO AGS</b> </td> <td> <b>COMPL 1-YEAR SVC ON AGS</b> </td> </tr> </table>	<b>DETAILED/ASG TO AGS</b>	<b>COMPL 1-YEAR SVC ON AGS</b>
<b>DETAILED/ASG TO AGS</b>	<b>COMPL 1-YEAR SVC ON AGS</b>								
MAJ	Sullivan, Charles H.	IN	111-11-1111	HQDA MPSC 111-22 15 Jan 94	940201	950131			
GS11	West, Milton R.	CIV	222-22-2222	SF 52 15 Jan 94	940115	950114			
<b>TYPED NAME AND GRADE OF AGENCY OFFICIAL</b> CHARLES E. DOMINY, LTG, GS, DAS		<b>SIGNATURE</b>		<b>DATE</b> 15 Dec 94					

Figure 2. Recommendation for issue of ASIB and Certificate